

PeopleSoft

Printing the Personnel Actions History Report

September 11, 2006



REQUESTING A PERSONNEL ACTIONS HISTORY REPORT

Use the following navigation to 'Personnel Actions History Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>Workforce Administration>Job Information>Reports>Personnel Actions History

Personnel Actions History
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Run Control ID: begins with

☐ Case Sensitive

Search

Clear



Basic Search

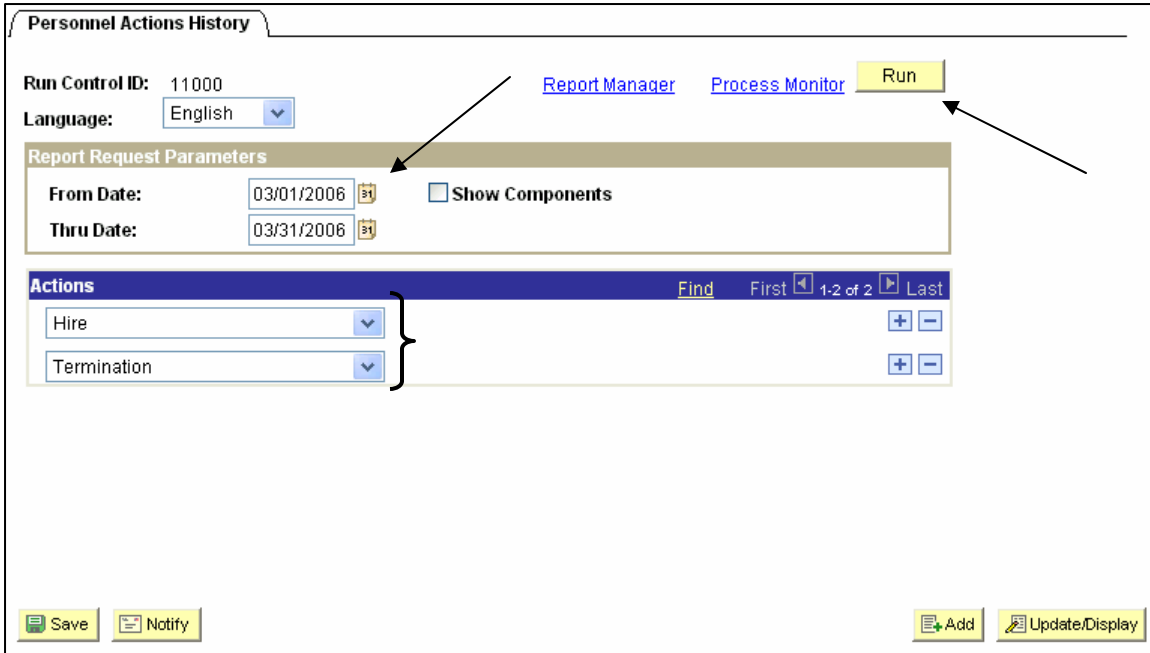
Save Search Criteria

Find an Existing Value

Add a New Value

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

On the following screen you will need to enter the 'From Date' and 'Thru Date'. You also need to select the Actions that you would like on the report. You may choose the actions from the drop down list. You may run the report for one action or multiple actions by using the   boxes on the right hand side of the page. Once you have selected the appropriate actions then click on 'Run'.





Personnel Actions History





Run Control ID: 11000
 Language: English

[Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

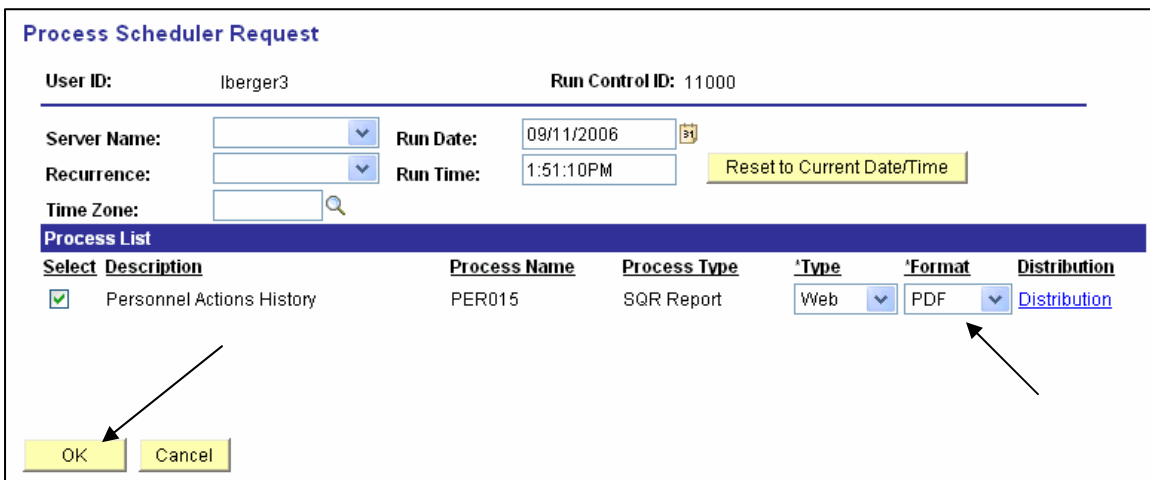
From Date: 03/01/2006  ☐ Show Components
 Thru Date: 03/31/2006 

Actions Find First 1-2 of 2 Last

Hire	 
Termination	 





Save Notify Add Update/Display

The following screen shows the parameters for the report. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.





Process Scheduler Request

User ID: lberger3 Run Control ID: 11000

Server Name:  Run Date: 09/11/2006 
 Recurrence:  Run Time: 1:51:10PM **Reset to Current Date/Time**
 Time Zone: 

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Personnel Actions History	PER015	SQR Report	Web 	PDF 	Distribution

OK **Cancel**

When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.

Personnel Actions History

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

From Date: 03/01/2006 ☐ Show Components
 Thru Date: 03/31/2006

Actions Find First 1-2 of 2 Last

Hire
 Termination

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: lberger3 Type: Last: 4 Days [Refresh](#)
 Server: Name: Instance: to
 Run Status: Distribution Status ☒ Save On Refresh

Process List Customize Find View All First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380426		SQR Report	PER015	lberger3	09/11/2006 1:51:10PM CDT	Success	Posted	Details
<input type="checkbox"/>	380404		Crystal	NDSPR203	lberger3	09/08/2006 2:49:13PM CDT	Success	Posted	Details
<input type="checkbox"/>	380349		SQR Report	PAY002_S	lberger3	09/08/2006 9:09:39AM CDT	Success	Posted	Details

[Go back to Personnel Actions History](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 380426 **Type:** SQR Report
Name: PER015 **Description:** Personnel Actions History
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 11000
Location: Server
Server: PSNT
Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time

Request Created On: 09/11/2006 1:52:19PM CDT
Run Anytime After: 09/11/2006 1:51:10PM CDT
Began Process At: 09/11/2006 1:52:26PM CDT
Ended Process At: 09/11/2006 1:52:38PM CDT

Actions

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

OK

Cancel

Then click the report name below to view the report.

View Log/Trace

Report

Report ID: 1364 **Process Instance:** 380426 [Message Log](#)
Name: PER015 **Process Type:** SQR Report
Run Status: Success

Personnel Actions History

Distribution Details

Distribution Node: REFNODE **Expiration Date:** 11/10/2006

File List

Name	File Size (bytes)	Datetime Created
PER015_380426.PDF	1,748	09/11/2006 1:52:38.320000PM CDT
Trace File	146	09/11/2006 1:52:38.320000PM CDT
Message Log	1,617	09/11/2006 1:52:38.320000PM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.

Save a Copy Print Search Select 98% Search Web

PeopleSoft
PERSONNEL ACTIONS HISTORY
Page No. 1
Run Date 09/11/2006
Run Time 13:52:32

Report ID: FER015
Personnel Action: TER
For the period 03/01/2006 through 03/31/2006

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Yrs Svc	Emp Reg	Full/Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
		Department 110118										
		OMB - Central Services										
		SETID - 11000										